



Select Board Meeting

Monday, June 1, 2020 7:00 PM

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

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2020 MAY 28 P 12:35

TOWN OF ANDOVER, MASS

I. Call to Order – 7:00 P.M.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

III. Communications/Announcements/Liaison Reports

IV. Regular Business of the Board

A. COVID-19 Update – (15 minutes)

Town Manager to provide update on Town's response to COVID-19 including an update on the FY20 and FY21 budgets.

B. Outdoor Dining and Back to Business Program - (20 minutes)

Director of Planning and Director of Business, Arts and Cultural Development to provide an update on Outdoor Dining and Back to Business Program.

V. Consent Agenda

A. Appointments by the Town Manager

Board to vote that the following appointments by the Town Manager be approved.

Department	Name	Position	Rate/Term	Date of Hire
CD&P – Health Division	Rebecca Small (Denise Paul)	Administrative Secretary	\$55,130.75/year	6/8/2020
Town Clerk's Office	Audrey Byerley	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	Scott Dianis	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	MaryAnn DiNatale	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	Martha Mahoney	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	Sandra Morrison	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	Matt Murphy	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	Micheline Pelletier	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	Iris Roskell	Pollworker	\$9.25/hour	6/1/2020
Town Clerk's Office	Sanders Witman	Pollworker	\$9.25/hour	6/1/2020

VI. Adjourn

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on

the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45. Members of the public who wish to ask a question on particular agenda items during the meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing manager@andoverma.gov. Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

XI.6 TEMPORARY REGULATIONS FOR COVID-19 COMMUNITY EVENT: LICENSES FOR OUTDOOR DINING ON TOWN PROPERTY

These temporary regulations are adopted pursuant to the Resolution of the Select Board dated May 18, 2020 for the Town Manager's to-be-declared 120-day community event in response to the COVID-19 Coronavirus.

OUTDOOR DINING

1. The provisions of Policy XI.5 regulations for outdoor dining licenses (ODL) shall apply to outdoor dining on all Town owned property and not only to outdoor dining on Town sidewalks.
2. Notwithstanding the provisions of Policy XI.5 to the contrary, the Town Manager shall have all of the powers of the Select Board to issue outdoor dining licenses.
3. The insurance requirements set forth in Policy XI.5.7 shall apply to outdoor dining facilities on any Town owned property, and not only to outdoor dining facilities on Town owned sidewalks. The insurance limits applicable under Policy XI.5.7 shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
4. Policy XI.5.4 is deleted, but all other provisions of Policy XI.5 shall apply.
5. Applicants shall conduct activities under issued ODLs in accordance with all State and local social distancing requirements.

ALCOHOLIC BEVERAGES ON TOWN OWNED PROPERTY

1. If State legislation is enacted allowing the Select Board to grant a temporary approval to existing license holders for a change in the description of licensed premises for the purposes of outdoor alcohol service, an existing license holder may apply to temporarily serve alcohol on Town owned property under an ODL issued in connection with the community event declared by the Town Manager. Policy XI.2.L of the Select Board Policies, "Alcohol Beverage Licenses on Town Owned Property," is hereby temporarily amended for this purpose, consistent with the State legislation. Applications for a change in the description of a licensed premises must comply with the following:
 - a. Policy XI.2.I "Section 12 Pouring License Provisions: Patios and Outdoor Areas," except paragraph 7 of said Policy.
 - b. Applicants must present a security plan describing provisions for dealing with unruly patrons, traffic/parking considerations, and controlling access to alcohol by minors. Applicants must demonstrate that persons who will serve alcohol are at least 21 years of age and have certification in TIPS or comparable training.

- c. The application shall be reviewed and approved by the Town Clerk, the Andover Police Department, Andover Fire Rescue, the Department of Public Works, the Public Health Division, and Inspectional Services.
 - d. Applicants shall be responsible for cleaning the Town owned property after the community event and shall leave the property in the same condition as it was before the community event.
 - e. Applicants shall conduct activities according to all State and local social distancing requirements.
2. As an alternative to the immediately preceding section, applicants intending to serve alcohol on Town owned property under an ODL issued in connection with the community event must comply with Policy XI.2.F of the Select Board Policies, “Events with Alcohol in General-Special Licenses,” and Policy XI.2.N, “Special One Day Alcohol License Policy and Application For Outdoor Event On Town Property.”
3. The Town Manager shall have all the powers of the Select Board under Policy XI.2.F and under Section XI.2.N.
4. The following Amendments are hereby made to Policy XI.2.N:
- a. Restaurants pursuing a special one-day alcohol license shall be deemed an “enterprise [acting] in support of a community event” under Policy XI.2.N.3.
 - b. For restaurants participating in this special event, Policy XI.2.N.8 shall not require that participating restaurants hire a police officer unless such measure is required by the Andover Chief of Police.
 - c. Pursuant to Policy XI.2.N.10(a), the Town Manager, acting in place of the Select Board, shall view as separate events each day that a participating restaurant serves alcohol to outdoor dining patrons on Town owned property under this community event. In accordance with M.G.L. Chapter 138 Section 14, participating restaurants will be limited to 30 special one-day liquor licenses in the calendar year.
 - d. Pursuant to Policy XI.2.N.10(b), the Select Board hereby waives all local application fees for restaurants seeking special one-day alcohol licenses under this community event.
 - e. Pursuant to Policy XI.2.N.11, the Town Manager, acting in place of the Select Board, will not decline to consider an application for a special one-day alcohol license solely because the application was submitted within 30 days of the event. However, the Select Board encourages participating restaurants to submit applications with the maximum notice to the Town Manager. This section does not obligate the Town Manager to issue any special one-day alcohol license.

DURATION

These Temporary Regulations shall only be effective for the duration of the 120-day community event as declared and coordinated by the Town Manager.